

**From:** (b) (6) [CTR OPNAV, DNS-36](#) on behalf of [DONFOIA-PA](#)  
**To:** (b) (6)

**Subject:** Action Item due June 21, 2013 - Quarterly FOIA Reporting  
**Date:** Monday, June 10, 2013 10:51:35  
**Attachments:** [FOIA Quarterly Report Consolidated Submission Form \(4-5-2013\).pdf](#)  
[Quarterly Report Information.docx](#)  
[How to use FOIA case tracker to get statistics - UPDATED.DOCX](#)  
**Importance:** High

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DON FOIA Community,

Please be advised that DOJ is requiring Quarterly FOIA reporting. The DON consolidated submission is due to DNS-36 no later than COB Friday, June 21st.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidate the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA mailbox or the service line at 202-685-0412, and our team will expedite your request.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,  
Robin Patterson  
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